

**TERMS OF REFERENCE Working Group to Review the Use of Instructional Space (Classroom Facilities) Policies and Guidelines**

The use of space at the University of Toronto is determined by the classification of space and the allocation of space to various departments. The classification system for space is based on the COU space standards and includes categories such as classroom facilities (herein referred to as instructional space), laboratory undergraduate, research laboratory, academic department offices etc. Room classifications are maintained in a central system called ARCHIBUS.

The allocation of space at the University of Toronto is managed centrally, through the Capital Project and Space Allocation Committee (CaPS) led by the Vice President, Operations & Real Estate Partnerships & Vice Provost, Academic Operations. This oversight has changed over time thus different policy and guideline documents reference different names (e.g., CAF). Table 1 provides a history of space allocation committees at the University of Toronto.

**Table 1: History of U of T Space Allocation Committees**

Committee on Accommodation and Facilities Directorate (CAF)	prior to 1989	Vice Provost and Assistant Vice President (Planning & Budget)
Accommodation and Facilities Directorate (AFD)	1989 to 2012	Vice Provost, Space and Facilities Planning
Capital Project and Space Allocation Committee (CAPS)	2013 to present	Vice President, OREP & Vice Provost, Academic Operations

Although space is allocated centrally, the University of Toronto has a decentralized model for space management, or how space is used. Some spaces are managed centrally, and some are managed within the divisions (Faculties).

The use of space, as it relates to instructional space, is guided by several policies that were introduced over time. This includes the *Guidelines for Central Room Allocation*, *Policy on Temporary Use of Space* (and associated procedures) and the *Space Policy – Permanent Accommodation*. Each of these policies highlight aspects of space management; however, there are overlaps and gaps in the documents that cause confusion. For example, one policy refers to academic courses receiving priority for space bookings; however, this does not address academic activities that are at the program or institutional level. In addition, there are gaps with common principles/guidelines for scheduling space such as standardizing multi-block meeting patterns across academic divisions and departments, and the evaluation of academic space inventory.

The challenges with current policies and guidelines associated with the use of space, and more specifically, the use of instructional spaces, have been identified in several reports such as the CARB Report, Infosilem Report, TIL Advisory Report and most recently the LSM Administrative Review.

One of the recommendations of the CARB report was to establish the Advisory Committee on Academic Scheduling (ACAS). ACAS was given the responsibility to develop policies and guidelines for the optimal use of instructional space with the goal of creating positive instructional experiences for students, faculty and staff. This work is evident with projects such as the large class initiative which resulted in significantly higher utilization rates for classrooms with a capacity of 150 and greater.

Other recommendations from reports and reviews include:

- Defining the different types of space and different types of activities
- Clearly highlight booking priorities for different types of activities
- Clarify roles and responsibilities in policies
- Consider the creation of a comprehensive use of instructional space policy and associated guidelines

**Purpose:**

The Working Group to Review the Use of Instructional Space Policies and Guidelines is tasked with reviewing and revising current policies and procedures related to the use of instructional spaces at U of T to identify gaps in information and opportunities to streamline various documents into a unified policy and guideline document for the Use of Instructional Space at U of T. Specifically, the working group will:

- Conduct an environmental scan to identify best practices for Use of Instructional Space policies and guidelines.
- Review and recommend changes to institutional policies and guidelines regarding the use of instructional space and the temporary use of space, with the possibility of streamlining policies and guidelines documents.
- Recommend a reporting framework for an annual utilization of instructional space report.
- Identify and define the different uses of academic space on campus and establish principles to support the different uses of academic spaces.

The report and recommendations will be made to the Provost and proposed policy changes will follow appropriate governance process.

**Current policies, guidelines and committee terms of reference related to space:**

- Guidelines for Central Room Allocation
- Policy on the Temporary Use of Space at the University of Toronto
- Procedures for the Temporary Use of Space at the University of Toronto
- Space Policy – Permanent Accommodation
- Capital Projects and Space Allocation (CaPS) Terms of Reference

**Consultation Process and Membership to Review Recommendations**

**Working Group**

- Dwayne Benjamin, Vice-Provost, Strategic Enrolment Management (Chair)
- Randy Boyagoda, Vice-Dean, Undergraduate, Faculty of Arts & Science
- Alison Gibbs, Director, Centre for Teaching Support & Innovation
- Joyce Hahn, Chief Administrative Officer, Division of the Vice-President & Provost
- Anne Macdonald, Assistant Vice-President, Spaces & Experiences
- Ron Saporta, Chief Operating Officer, Property Services & Sustainability (F&S)
- Angelique Saweczko, University Registrar
- Sandy Welsh, Vice-Provost, Students

Support: Office of the VPSEM

### Consultation Groups

	Group	Lead
1.	Academic Divisions	Assigned by Deans
2.	Teaching & Learning Community	TBD
3.	Tri-Campus Registrars	Angelique Saweczko, University Registrar
4.	Graduate Studies (including Council of Graduate Deans and TST)	Brian Desrosiers-Tam, Assistant Dean, School of Graduate Studies
5.	Students	Dwayne Benjamin, Vice-Provost, Strategic Enrolment Management and Angelique Saweczko, University Registrar
6.	PSEC	Ben Poynton, Accessibility for Ontarians with Disabilities Act (AODA) Officer, AODA Office
7.	Office of Indigenous Initiatives	Shannon Simpson, Senior Director, Indigenous Initiatives
8.	Federated Colleges	TBD
9.	Tri-Campus Student Life	David Newman, Executive Director, Student Experience
10.	Tri-Campus Events Teams	Anne MacDonald, Assistant Vice-President, Spaces & Experiences
11.	University Planning (OREP)	Elizabeth Cragg, Director, Office of the Vice President, Real Estate & Operations
12.	Chief Administrative Officers	Joyce Hahn, Chief Administrative Officer, Division of the Vice-President and Provost

### Roles & Responsibilities

The Working Group will commit to:

- attend all scheduled meetings for the working group. If unable to attend, ensure feedback on agenda items is provided ahead of the meeting.
- share all communications and information with their division/department/unit and solicit feedback on proposed updates.
- make timely decisions and take action to keep a forward momentum for the working group.

The consultation group leads will commit to:

- Scheduling meetings with identified stakeholders
- Facilitating discussions with stakeholders
- Providing report backs to the Core Working Group

#### **Deliverables:**

The Working Group will submit a report based on findings from the policy review and consultations and will draft institutional policy/guidelines on the use of academic space. Proposed policy changes will follow appropriate governance processes.

#### **Meeting Schedule for the Working Group**

- All meetings will be chaired by the VPSEM.
- Meeting agendas minutes will be provided by the Office of the VPSEM, this includes:
  - preparing agendas and supporting materials
  - preparing meeting minutes
  - scheduling meetings
- Meetings will typically be held once per month for approximately one and a half hours. Meetings may be held either in person or online depending on the availability of the group.
- Recommendations will be made by consensus. If consensus is not possible, the working group chair makes final decision.
- If required, working group meetings may be arranged outside of these times at a time convenient to working group members.